## How do I move a student to another roster?

- 1. Log into an AIMSweb Manager account.
- 2. Click the **Manage** tab
- 3. Select the District and School, if applicable.
- 4. Click the **Teachers** link.
- 5. Click the **Edit Roster** link for the teacher with the wrong student.
- 6. Check the box next the student to be moved.
- 7. Click the **Move** button.
- 8. Choose the correct teacher.
- 9. Click the **Move** button.

The student will now be in the correct class roster.

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